Chapter 6: Public Facilities

Part A: Instructions

Public facilities / infrastructure / housing grants are awarded to projects that provide local government facilities, infrastructure or facilities as well as the rehabilitation of housing for low- to moderate-income persons. The beneficiaries of these projects must be at least 51 percent low- and moderate-income persons.

Listed below are the ranking criteria for public facilities projects. Some of the information required to rank the project may have already been addressed in the general application section (Chapter 5). The writer's guide will indicate whether or not the information has already been addressed.

I.   **Program Impact (320 points):** Comparison of funding requested, beneficiaries and match.

   A. Percentage of Idaho Community Development Block Grant money in the total project (50/30/15/0 points): Projects with the lowest percentage of grant dollars in their project total will receive more points.

   B. Percentage of Local Matching Funds compared to grant funds (60/40/20/0 points): Projects with the highest percentage of local match will receive more points.

   C. Grant dollars per person (50/30/15/0 points): Projects with the lowest amount of grant money per person will receive higher points.

   D. Local matching funds per person (60/40/20/0 points): Projects with the highest amount of local match per person will receive higher points.

> *Writer's Guide – information for the four criteria above is based on Chapter 5 – General Application, budget sheet.*

   E. Eligible activity priority ranking (100 points): Using the eligible activity priority ranking sheet fill out the percentage of the grant budget that will be spent on the applicable activities. Department staff will assign the points each project will receive for this ranking section.

> *Writer's Guide – Complete the Activity Priority Ranking Sheet located in Part B of this Chapter.*

II.   **National Objectives (260 points):** In the national objectives category, points are assigned under either low- and moderate-income or slum and blight national objective. Information regarding how a project meets one or the other national objective is available in Chapter 2 – Eligibility.

Note: Under the low- and moderate-income national objective and based on the project type (public facilities, fire station/truck, or housing) different scoring methodologies are utilized.

A. **Low- and Moderate-Income Percentage Points (100 points):** Points will be assigned according to the percentage of low- and moderate-income persons that live within the project area.

51.00%	to	60.00%	=	20 points
61.01%	to	70.00%	=	40 points
70.01%	to	80.00%	=	60 points
80.01%	to	90.00%	=	80 points
90.01%	to	100.00%	=	100 points

> *Writer's Guide – % of LMI persons is based on information addressed in Chapter 5 -General Application.*

B. **Need (80/60/40/20 points):** Points will be assigned based on the narrative and documentation provided to substantiate the degree of need as defined below. In addition to describing the criticalness of the need, the narrative must address the regulation that is being violated, how the condition came about and what the community has done in the past four years to address the condition.

➢ Critical need (80 points): Critical need is defined as an existing, officially identified violation of federal or state health or safety regulations. If the community has critical need, the regulations being violated must be documented (i.e., compliance or consent order).

➢ Moderate need (60 points): Moderate need is an officially identified problem related to health and safety regulations, but the community is not in violation of any regulation (i.e., notice of violation, warning letter).

➢ Potential need (40 points): In order to be considered a potential need, a community must illustrate that the current situation would become a violation if it was left uncorrected.

➢ Community need (20 points): Community need is a general improvement not related to health and safety, but is a major improvement in community services and infrastructure.

C. **Impact**: **(80/60/40/20 points):** Answer the following two questions. The responses are worth up to 80 points.

1. What benefits will low- and moderate-income persons receive from this project (i.e., lower rates, improved property insurance, quicker response times, easier accessibility to facilities, job opportunities, etc.)?

2. What will be the project's permanent impacts (i.e., meeting compliance order, energy conservation, service life, etc.)?

Writer's Guide – provide Narrative located in Part B of this chapter.

Fire Station or Fire Truck Projects Only: In addition to the information provided in B above, to receive the full 80 points under need and impact these projects must also address the criteria listed below:

B. **Need (80 points):**

➤ Fire Code or NFPA (National Fire Protection Association) Standards (50 points): Identify and document the state fire code or NFPA Standards that are not currently being met and how the proposed project will comply with those standards.

➤ Maintenance and personnel training (15 points): Describe and document that equipment and facility maintenance and personnel training have been conducted.

➤ Fire incident reporting System (15 points): Describe and document that the community participated in the Fire Incident Reporting System to the State Fire Marshal's office.

C. **Impact (80 points):**

1. Fire suppression rating schedule (80 points): Identify and document current fire suppression rating schedule. How will the project improve the community's fire suppression rating schedule and include the specific categories that will likely be improved. (See Idaho Surveying and Rating Bureau Inc.)

2. Certified fire inspectors (5 bonus points): Address and document the community's fire inspector is certified through the State Fire Marshal's office.

3. Fire safety education (5 bonus points): Describe and document that the community has implemented a fire safety education program and list the programs conducted within the last year.

Writer's Guide – provide narrative and documentation.

Housing Related Projects Only:

B. **Need (80 points):** The applicant must develop a housing needs assessment that identifies the housing needs by type of housing. The applicant must demonstrate how the proposed housing project will address the needs outlined in the housing needs assessment, specifically LMI, and why the housing project is necessary. Refer to IDAPA 28.02.01 (085) (02) (a) for housing assessment requirements.

C. **Impact (80 points):** The applicant must identify the number of units set aside for families whose income is 80%, 50% and 30% of the county's median income. Also identify the agency and process to ensure housing will be provided to low- and moderate-income persons. Include documentation in the appendix.

> *Writer's Guide –Housing Needs Assessment and Management Plan was addressed in Chapter 5.*

III. **Project Categories (220 points):** This section examines preparedness of a community to undertake the proposed project. There must be documentation that the appropriate actions, procedures, agencies, permits, financing, and inspections to initiate and complete the project are identified and completed if applicable.

A. **Planning, previous actions and schedule (180 points).** Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project. The more complete the categories and project components will earn the application more points.

1. **Design Professional (20 points):** To receive points the applicant must have issued a request for proposals and completed the design professional selection process using state and federal procurement requirements as described in the most recent grant administration manual. A copy of the request for proposals, solicitation process, and completed summary evaluation rating sheet must be submitted to receive full points.
   Note: Even if local dollars are used to pay for these services, the ICDBG procurement process must be followed to receive points.

> *Writer's Guide – attach documentation.*

2. **Grant Administration (20 points):** To receive points the applicant must have issued a request for proposals and completed the grant writing and administrator selection process using state and federal procurement requirements as described in the most recent grant administration manual. A copy of the request for proposals, solicitation process and completed summary evaluation rating sheet must be submitted in order to receive full points.
   Note: Even if local dollars are used to pay for these services, the ICDBG procurement process must be followed to receive points.

> *Writer's Guide – attach documentation.*

3. **Plan or studies (20 points):** The applicant must complete a preliminary feasibility review or facility plan study of the system or facility. The plan or study should be completed by a design or public works professional and include an executive summary. The plan or study should address the following:

   ➢ survey of the existing conditions of the facility or system
   ➢ size of the proposed new facility or system and why
   ➢ analysis of costs including rehabilitation versus new construction
   ➢ estimated useful life of proposed facility or system
   ➢ energy efficiency components in the design, materials or equipment
   ➢ sketches or schematics showing general layout
   ➢ developed and screened alternative to enable the facility or system to meet future needs and growth
   ➢ selection of a recommended alternative
   ➢ projected annual operating costs
   ➢ required permits
   ➢ site location considerations and potential impact of the project on the environment

   > *Writer's Guide – attach executive summary of plan or study.*

   Under this category, applicants must also address the following as they apply to specific project types:

   a. **Pre-Fab buildings** – provide a letter from local building officials regarding building compliance with state of Idaho building, modular, electrical and plumbing codes.

   b. **Water and sewer system projects –** provide a conditional approval issued by the Department of Environmental Quality of the facilities study or the project's specification and drawings.

   c. **Health care facility projects** – submit a letter of intent to the Idaho Bureau of Facilities Standards describing proposed scope of work. Provide a copy of the letter and any response from the bureau.

   d. **Road and transportation system projects** – provide conditional approval of the construction plans by Idaho Transportation Department or the local highway district.

   e. **Housing projects** – document that the project meets the community's comprehensive plan and zoning ordinance. Also include a completed financial performance and management plan.

4. **Environmental scoping (10 points):** Maximum points will be awarded if the applicant has completed the Idaho Community Development Block Grant Environmental Scoping – Field Note Checklist and mailed out environmental information request letters before submission of application.

> *Writer's Guide - Complete Environmental Scoping Checklist located in Chapter 5 – General Application.*

5. **Agency viability (30 points):**

   For water and sewer projects:

   a. Utility rate reviewed by one of the following – USDA-RD, Boise State University Environmental Finance Center, Rural Community Assistance Corporation or Idaho Rural Water Association.

   b. Completion of Idaho Community Development Block Grant financial profile worksheet – located in Chapter 5 – General Application.

   For health care, transportation, housing, fire/EMT or other projects, the applicant's or sub-recipient's viability will be based on having the following components:

   a. Completion of the grant financial profile worksheet – located in Chapter 5 – General Application

   b. Description of the applicant governing structure or framework such as district, association or board make-up

   c. Stable funding sources and positive cash flow

> *Writer's Guide – provide documentation and narrative as required.*

6. **Property acquisition (20 points):**

   Full points will be awarded if the applicant or sub-recipient has achieved project site control, that is, that the applicant or sub-recipient has ownership of the property including easements or right of way permits or has an option to purchase pending completion of environmental release.

   If property, including land, building, rights-of-way and easements is not secured but is identified on a plat map, five points will be awarded.

> *Writer's Guide – This information should have been completed in Chapter 5 – General Application.*

7. **Funding commitments (40 points):** Full points will be awarded if 100 percent of match funds are committed to the project. A commitment letter must be provided in the appendix. A support letter does not qualify as a commitment. If local match is a bond, the applicant must provide documentation that the bond has passed and who will buy it.

> *Writer's Guide – attach funding commitment letters.*

8. **Schedule (5 points):** Points will be awarded based on the project schedule completed in the general application.

> *Writer's Guide – Complete Project Schedule located in Chapter 5 – General Application.*

9. **Administrative capacity (15 points):** Points will be awarded based on:

   a. The applicant's grant project track record and the general stability of applicant and sub-recipient. Department staff may review financial audit reports, board make-up, staff turnover, and recall elections to help make a determination (5 points).

   > *Writer's Guide – Administrative Capacity will be based upon information provided in Chapter 5 – General Application.*

   b. Completion of Section 504 and the Americans with Disabilities Act Self Evaluation and Transition Plan. Applicants must submit the self-evaluation, the transition plan and the name of the ADA coordinator to certify which elements have been completed (5 points).

   c. Document that Fair Housing Accessibility Standards have been adopted. Applicant must have adopted the standards either separately or inclusively with most current building codes utilized by the applicant (5 points).

   > *Writer's Guide – Identify in narrative if applicant has completed 504 requirements and identify the most current building code the applicant has adopted.*

10. **Cost analysis (40 points):** The detailed cost analysis sheet should be completed in general application.

> *Writer's Guide – Cost Analysis will be based upon information provided in Chapter 5 – General Application.*

Part B: Forms

Part B: Forms

I.   **Program Impact**
       A-D is based upon information provided in Chapter 5. No action required. Staff will
       calculate the points.

       E. **Eligible Activity Priority Ranking Sheet**

Fill in the percentage of the project's budget that will be spent on the following activities. The
Total Points Awarded column will be completed by department staff.

Eligible Activity	Points Possible	Percentage of ICDBG Budget Spent on Activity	Staff Points Awarded
Acquisition of Real Property	100		
Acquisition of Real Property for Housing Projects	50		
Public Facilities and Improvements-Health and Safety Related	100		
Public Facilities and Improvements-Housing Related	75		
Public Facilities and Improvements-Social Service Related	50		
Engineering-Architectural	100		
Code Enforcement	50		
Clearance and Demolition	10		
Removal of Architectural Barriers	50		
Rental Income Payments	0		
Disposition of Property	10		
Public Services	0		
Completion of Urban Renewal Projects	0		
Relocation Payments	25		
Planning Activities	0		
Administration Activities	100		
Grants to Nonprofit Community Organizations	0		
Grants to Nonprofit Community Organizations for Housing Projects	75		
Energy Planning	0		
Housing Rehabilitation	75		
Total Points Awarded to Project			

II.   **National Objectives:**

     A. **Low- and Moderate-Income Percentage Points:** Scoring is based upon information provided in Chapter 5. No action required. Staff will calculate the points.

     B. **Need:** (1/3 page narrative and documentation in Appendix.)

     C. **Impact:** (Answer all applicable questions.)

         1.

         2.

         3.

III.   **Project Categories**

A.   **Planning, previous actions, and schedule**

1.   **Design Professional:** (Documentation in Appendix.)

2.   **Grant Administration:** (Documentation in Appendix.)

3.   **Plans or Studies:**
     a-k (Documentation in Appendix.)
     l.   (Provide narrative and/or documentation in Appendix to the category that corresponds to your project.)

     ➢   Pre-Fab building

     ➢   Water and sewer

     ➢   Heath care facility

     ➢   Transportation

     ➢   Housing

4.   **Environmental Scoping:** (Provide scoping checklist in Appendix.)

5.   **Agency Viability:** Complete only one of the following that corresponds to the project.

     Water or Sewer:

     a.   Provide utility rate underwriting or pro forma in Appendix.
     b.   Financial profile worksheet – information provided in Chapter 5.
          No action required.

     Health / Transportation / Housing / Fire / EMT / Other:

     a.   Financial profile worksheet – information provided in Chapter 5.
          No action required.

      b. Provide 1/3 page narrative.

      c. Provide financials in Appendix.

6. **Property Acquisition:** (Information provided in Chapter 5. No action required.)

7. **Funding Commitments:** (Documentation / letters in Appendix.)

8. **Schedule:** (Information provided in Chapter 5. No action required.)

9. **Administrative Capacity:**

      a. Has the applicant completed a Section 504 or ADA Self-Evaluation and Transition Plan?   ____Yes ____No
         Coordinator_____

      b. What is the most current building code the applicant has adopted?

      c. Are the Fair Housing Accessibility Standards a component of that building code?   ____Yes ____No

10. **Cost Analysis:** (Cost analysis sheet provided in Chapter 5 and attached Design Professional cost estimate in Appendix.)